

R-16- 193

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPOINTING KIMBERLY DANIELLE DRAKE TO THE POSITION PREVIOUSLY HELD TEMPORARILY BY ALDERMAN STEVE BAXTER ON THE NORTH LITTLE ROCK LIBRARY COMMISSION; AND FOR OTHER PURPOSES.**

WHEREAS, a vacancy exists on the North Little Rock Library Commission in the position previously held temporarily by Alderman Steve Baxter; and

WHEREAS, Kimberly Danielle Drake wishes to serve on the North Little Rock Library Commission, is well qualified for the position, and has completed a Personal Information Sheet, a copy of which is attached hereto for informational purposes only.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH LITTLE ROCK, ARKANSAS:

SECTION 1: That Kimberly Danielle Drake is hereby appointed to the position previously held temporarily by Alderman Steve Baxter on the North Little Rock Library Commission, said term to expire March 14, 2020.

SECTION 2: That this Resolution shall be in full force and effect from and after its passage and approval.

PASSED:

APPROVED:

\_\_\_\_\_

\_\_\_\_\_  
Mayor Joe A. Smith

SPONSORS:

ATTEST:

  
\_\_\_\_\_  
Mayor Joe A. Smith

\_\_\_\_\_  
Diane Whitbey, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
C. Jason Carter, City Attorney

PREPARED BY THE OFFICE OF THE CITY ATTORNEY/b

FILED <u>11:15</u> A.M. _____ P.M.
By <u>City Atty Carter</u>
DATE <u>12-6-16</u>
Diane Whitbey, City Clerk and Collector North Little Rock, Arkansas
RECEIVED BY <u>S. Hsery</u>



## City of North Little Rock Personal Information Sheet

*This form is public information and subject to the Freedom of Information Act.*

Name: Kimberly Danielle Drake DOB: March 17, 1976  
(Month, Day, Year)

Home Address: 1505 West 55th Street, North Little Rock, AR 72118  
(Street, City, Zip)

Phone Numbers: 501-626-8482 Length of Residence: 12 1/2 years  
(Preferred) (Years)

Email Address: kdrake@arkansasctf.org  
State Child Abuse and Neglect Prevention  
Board/ Grant Coordinator

Place of Employment/Occupation: \_\_\_\_\_

Marital Status: M Spouse's Name: Ryan Jay Drake

Spouse's Place of Employment/Occupation: Securities Department/ Supervisor

Board or Commission: Library

Term of Appointment: 3 years

Summary of Qualifications and/or Experience: Please see attached resume

\_\_\_\_\_

Other Boards/Commissions Served: None

\_\_\_\_\_

Educational Background: Bachelors of Science in Family and Consumer Science, UCA, 1998

\_\_\_\_\_

*I hereby acknowledge that I have read and understand City Ordinance 5333 as amended by Ordinance 6495, pertaining to absences by members of City Board and Commissions.*

*The above statements are true and correct to the best of my knowledge and belief.*

Signature: Kim Drake Date: October 13, 2016

# Kimberly Drake

1505 West 55<sup>th</sup> Street, North Little Rock, AR 72118

(501) 626-8482

kdrake@arkansasctf.org

## Objective

Make a difference in the lives of children in by utilizing my diverse background in program management, customer service, and creativity.

## Education

*Bachelor of Science majoring in Family and Consumer Science*

University of Central Arkansas, Conway, Arkansas, 1994-1998

- Courses included: Parenting, Family Relations, Child Development, Developmental Psychology, and Method and Materials.
- Member of Phi Upsilon Omicron (Family and Consumer Science honor society), Gamma Beta Phi (honors service organization), Resident Halls Judicial Board, and President of Wingo Hall

## Professional Experience

### **Arkansas State Child Abuse and Neglect Prevention Board, Grant Coordinator, September 2012-current**

Help develop, and oversee grants to local agencies dealing with primary child abuse prevention strategies.

Responsible for overseeing: purchase orders, direct invoices, credit card, and deposits. I oversee three federal grants and also state funds.

Participate in the committee for the planning of the Arkansas Parenting Education Network (APEN) conference,

Maintain the Arkansas Children's Trust Fund website, and Facebook account.

Working with the Healthy Families America (HFA) model, Partner for Healthy Babies, and participating in the Erin's Law task force.

### **Billing Manager, Little Rock Outreach, September 2011-October 2012**

- Review and enter all billing information for the Access to Recovery grant.
- Planning and implementation of the current payroll structure.
- Work with recovering substance abuse clients in fulfilling requirements with the Department of Children and Family services to reunite them with their child/children.

### **Transitional Living Extra Help, Department of Children and Family Services, Department of Human Services, April 2007-February 2012**

- Worked with the Chafee Life Skills grant
- Planned and implemented life skill classes for foster youth
- Managed youth on the Youth Advisory Board on the state and county level in conjunction with Transitional Living Coordinators.

### **Older Girl Program Specialist, Girl Scouts-Diamonds of Arkansas, Oklahoma, and Texas (formerly Ouachita Council), January 2001-February 2007**

- Created innovative programs to empower girls 5-17
- Collaborated with key community organizations throughout 27 counties to serve girls' needs.
- Supervised a minimum of 20 volunteers weekly to provide Girl Scout programs in surrounding communities.

**Education Director**, Dalton Whetstone Boys and Girls Club, June 2000-December 2000

- Worked with the Project Learn grant from JC Penney.
- Implemented the Project Learn model reinforcing and enhancing the skills and knowledge young people learn at school through “high-yield” learning activities at the Club and in the home.

**Health and Safety Specialist**, American Red Cross of Northwest Arkansas, Fayetteville, Arkansas, June 1998-June 2000

- Planned, organized, and oversaw all American Red Cross Health and Safety classes in Washington and Madison Counties.
- Implemented annual instructor updates and cultivated volunteers.
- Created marketing tools to increase exposure for the Health and Safety Classes.

**Hobbies:** I am an avid reader

Den Leader (3 years) and Cub Master (4 years) of Pack #431 at Amboy

United Methodist Church

Support and co-manager of my son’s Destination Imagination team